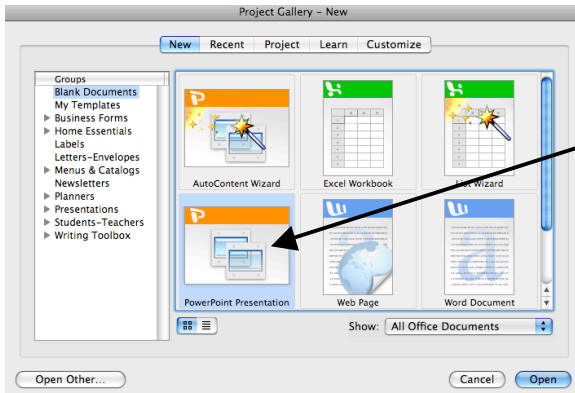
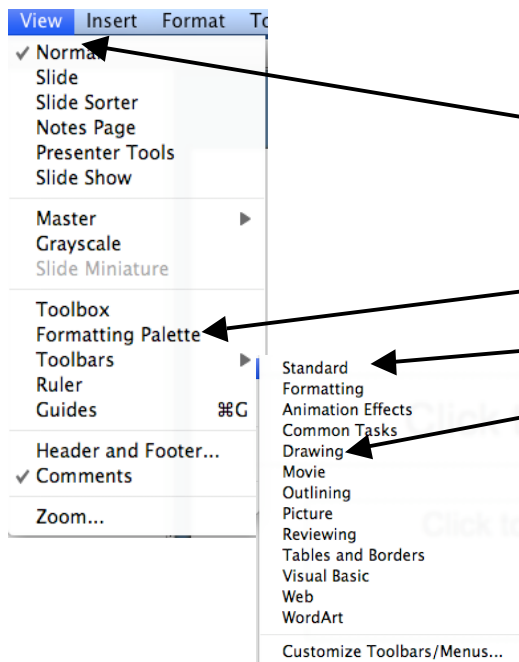
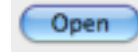


# Creating a PowerPoint Project: Getting Started!



1. Click on **PowerPoint Presentation**

2. Click on



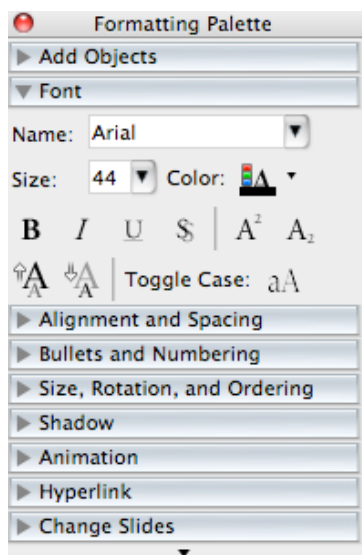
## 3. Opening Toolbars

Click on **View** and scroll down to

**Formatting Palette**

Then to **Toolbars** to open:

- **Standard**
- **Drawing**



The **Formating Palette** allows you to:

- Change Font
- Align objects
- Add bullets
- Add new slide to your Project
- Add links
- Adjust slide design

*And MORE!*

# Formatting the Background

Format Tools Slide Show

Font... ⌘T

Bullets and Numbering...

Alignment ▶

Line Spacing...

Change Case...

Replace Fonts...

Slide Design...

Slide Layout...

Slide Color Scheme...

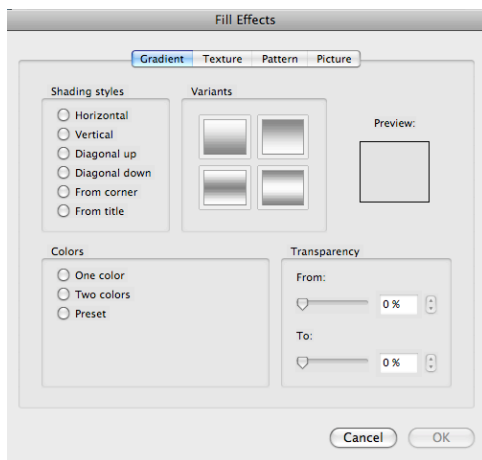
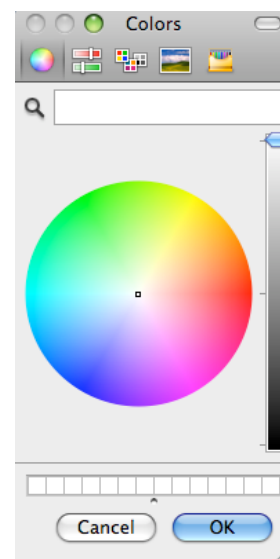
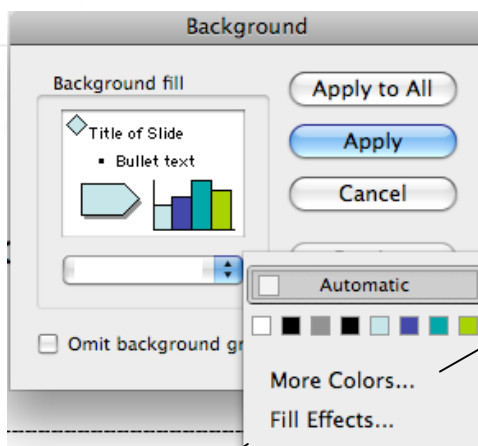
Slide Background...

Colors and Lines...

Object...

1. Click on **Format** in the menu bar.

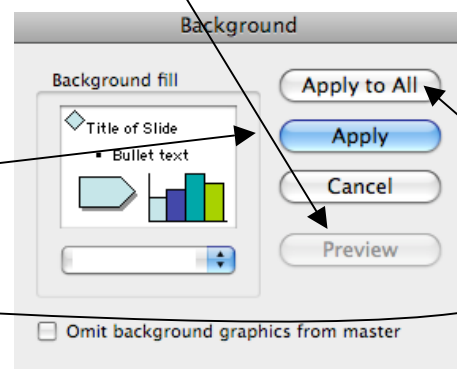
2. Scroll and click on **Slide Background**



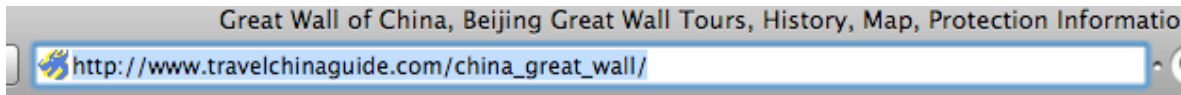
3. Once you have chosen a background you can choose to Preview by clicking the **Preview** button!

**Please Note:** By clicking on **Apply** you are choosing to apply the design to one slide.

By choosing **Apply to All** you will be applying the background design to ALL slides in your project.



# Creating a Hyper Link

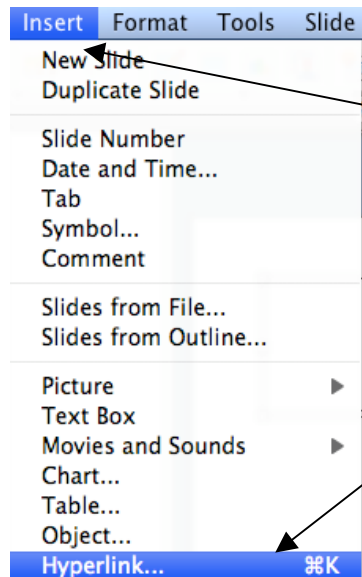


1. Using an Internet browser locate the website you wish to link.
2. Highlight and copy the URL from the website

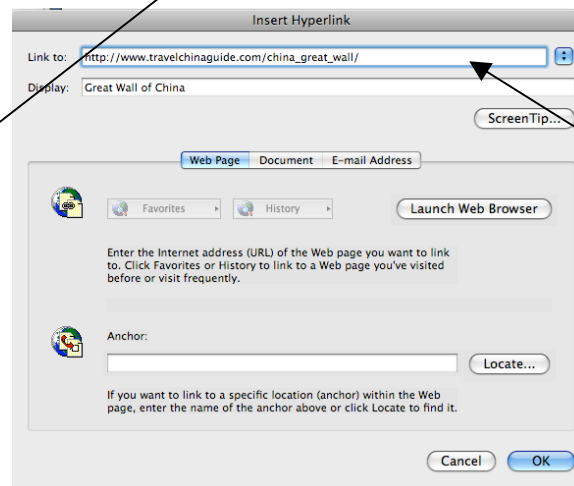
***\*\*Short cut to copy: using your keyboard hold down the Command button and the letter 'C'***

Great Wall of China

3. Move back to your PowerPoint presentation and highlight the words you want to use to create the link.



4. Click on **Insert** on your menu bar  
Scroll down to **Hyperlink**



5. Paste the URL address into the Link To: window

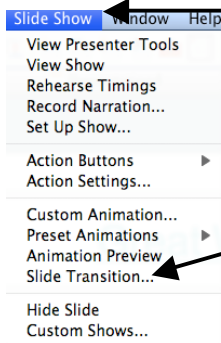
6. Click OK

Great Wall of China

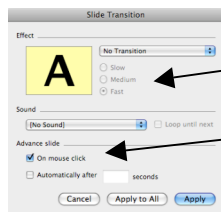
***Your text is now a link!***

## Quick Tips

### Slide Transitions



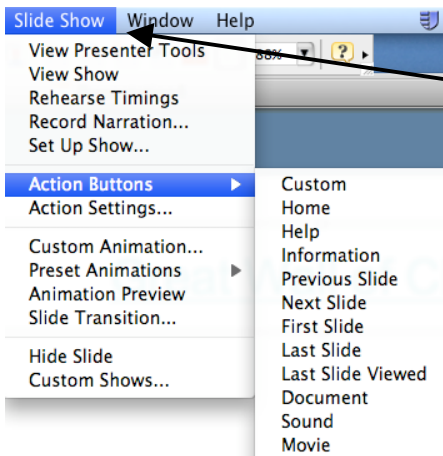
1. From the menu bar click on **Slide Show** and scroll down to **Slide Transition...**



2. Choose the transition by clicking on the scroll down option
3. Adjust the speed of your transition (*Medium is suggested!*)
4. Choose how/when you want the transition to occur
5. Choose to **Apply** (one slide) or **Apply to All** (all slides in your presentation)

**\*\*\*You can also add a sound to the transition here!**

### Adding Buttons

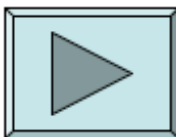
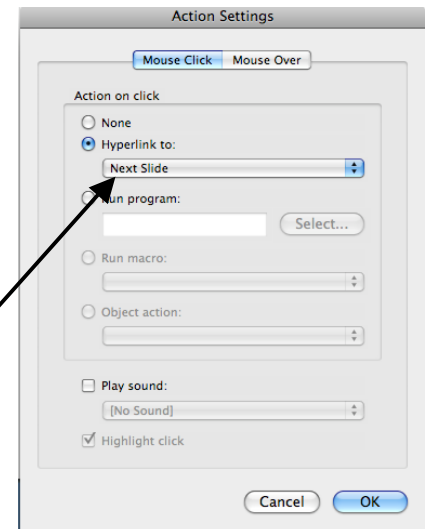


1. From the menu bar, click on **Slide Show** and scroll to **Action Buttons**.

2. Choose the type of button you want for your project

3. Set where you want the button to go.

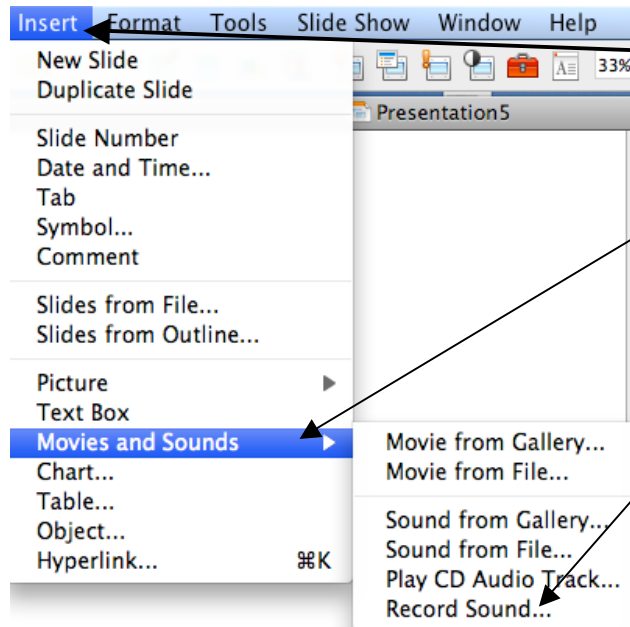
4. Click OK.



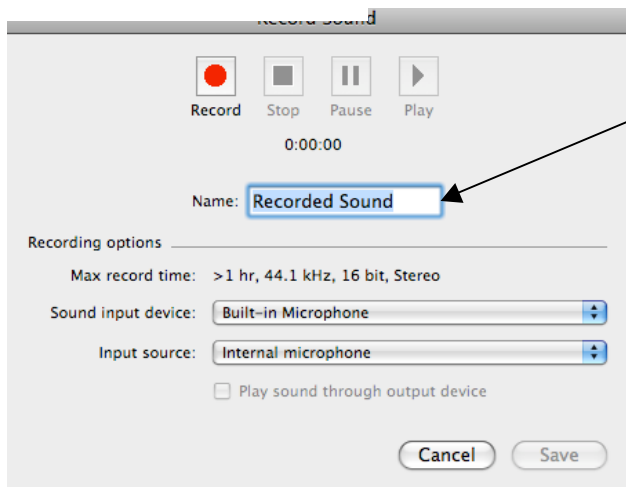
### Did you know?


**You can change the color of the button by 'double clicking' on the button icon!**

## Adding Voice Recordings



1. Click on Insert from the menu bar
2. Scroll down to **Movies and Sounds...**
3. Scroll over to **Record Sound...**



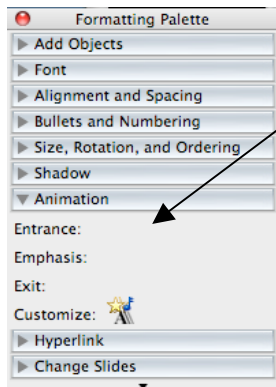
4. Name your recording
5. Click on the  to begin recording
6. Click on Stop to end recording.
7. Click **Save**



The Recording symbol will appear on the slide you are working on.

You can move it anywhere on your slide

## Adding Animation



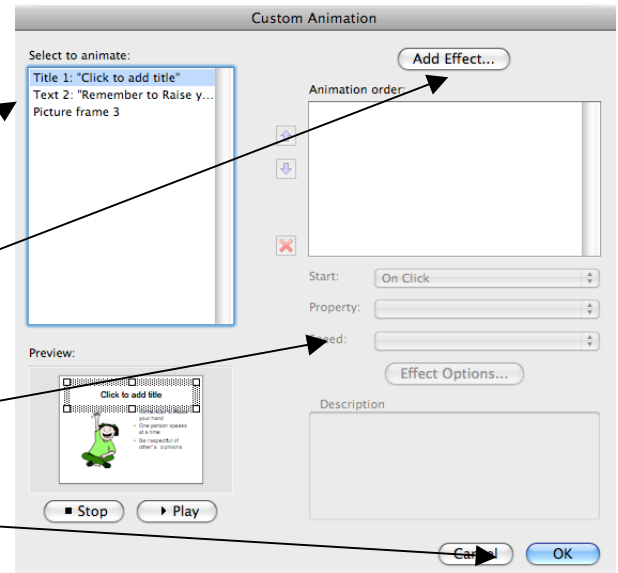
1. From the **Formatting Palette** click on **Animation** then on the icon for **Customize**

2. Select the text you want to give animation to then click on **Add Effect**

3. Choose the action for your text

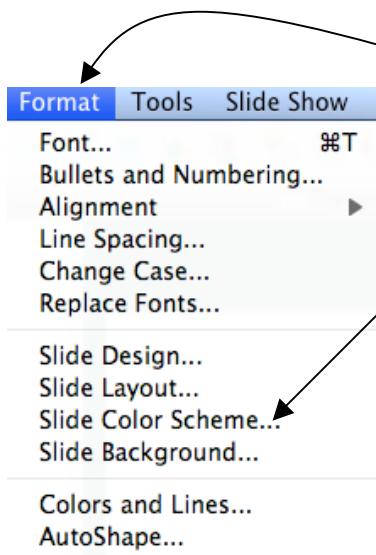
4. Click **OK**

*\*\*\*You can even add sound to the motion!*



## **Did You Know....**

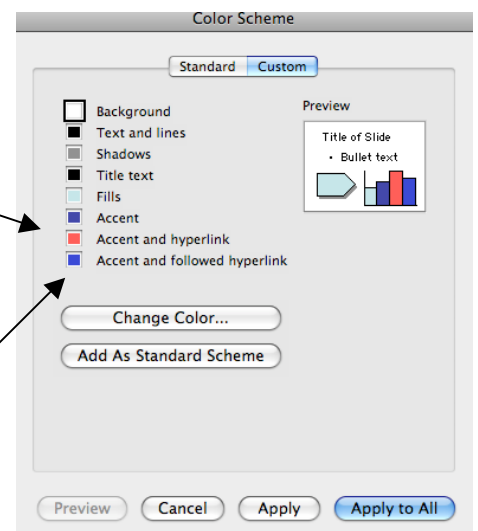
**You can change the color of the hyperlink?**



1. Click on **Format** and scroll down to **Slide Color Scheme...**

2. Click on **Accent and hyperlink** to change the color of the link in its initial view

3. Click on **Accent and followed hyperlink** to change the color of the link after it has been activated



## Adding Graphics

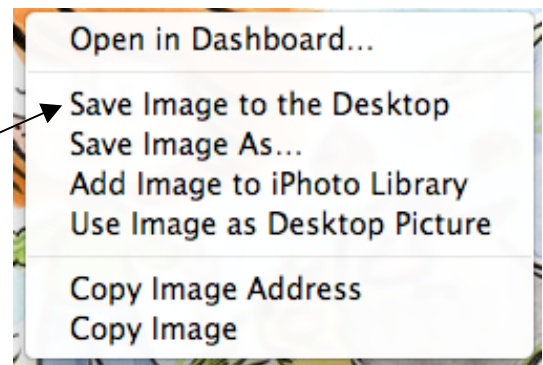
There are several ways to add graphics to your Power Point Presentation:

1. You insert an image by clicking on the image block on the slide. You can choose from a selection of images built into Power Point **OR** import an image you have saved on your desktop.
2. You can **Copy and Paste** an image from your desktop or from the Internet into the slide.
3. You can **Click and Drag** the image into the slide. *(Slides with spaces provided for images will automatically adjust the size of the graphic to fit the window.)*

## **Some Helpful Hints**

- It is helpful to do a search for your images and drop them into a folder on your desktop.
- When searching for images on the Internet, it is better to import a picture in a large format and adjust the size. Stretching a small graphic will often distort the image.

- If you want to download an image to your desktop; push the 'control' key on your keyboard then click and hold on the image you want to download. A window will open with a variety of options. Choose **Save Image to the Desktop**



## **Some Great Websites for Graphics:**

<http://school.discoveryeducation.com/clipart/category/sprt0001.html>

<http://www.txt2pic.com/>

<http://postit.note.txt2pic.com/>

<http://metaatem.net/words>

[Nov 30<sup>th</sup> Wiki~Clip Art/ \(http://nov30th.wikispaces.com/Clip+Art\)](http://nov30th.wikispaces.com/Clip+Art)

[Nov 30<sup>th</sup> Wiki~Graphic Sources](http://nov30th.wikispaces.com/Online+Graphic+%26+Slide+Show+Tools)

[\(http://nov30th.wikispaces.com/Online+Graphic+%26+Slide+Show+Tools\)](http://nov30th.wikispaces.com/Online+Graphic+%26+Slide+Show+Tools)